# Import/Export File Layout Specification for Spring 2004 Data Collection Finance Section - F3 (Private For-Profit Institutions), Fiscal Year 2003 Fixed Length/Positional File (\*.TXT)

Survey Section   Surv	Fixed Length/Positional File (*.1X1)				
UNITID	Field ID(Key)	Column	Length	Description	Valid Entries
SURVSECT   7   3 Survey Section   F3"					<del></del>
PART 10 1 Part of survey section "9"=General information FY_BEGIN_MON 11 2 Beginning month of fiscal year covered covered 13 4 Beginning year of fiscal year covered 2003 2-digit month between 1 and 12 covered 2003 2-digit month between 2001 and covered 2 End month of fiscal year covered. 2 End month of fiscal year covered. 2 End month of fiscal year covered. 2-digit month between 1 and 12 cotober 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).  FY_END_MONT 19 4 End year of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).  FY_END_MONT 19 4 End year of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).  GPFS 23 2 Did your institution receive a clean opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above?  Filler 25 56 Filler spaces  Part A - Balance Sheet Information  UNITID 1 6 UNITID Valid UnitID Valid UnitID SURVSECT 7 3 Survey Section "F3"  LINE 11 2 Description of Finance item 1-4, refer to appendix A, finance category tables.  Filler 13 5-Filler blank spaces  Filler 13 5-Filler blank spaces  For the Summary of Changes in Equity  UNITID 1 6 UNITID Valid UnitID Valid UnitID Valid UnitID Valid UnitID 1 6 UNITID Valid UnitID 1 6 UNITID Valid UnitID 1 6 UNITID Valid UnitID 1 1 6 UN					
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UNITID	Filler	25	56	Filler	spaces
SURVSECT         7         3 Survey Section         "F3"           PART         10         1 Part of survey section         "A"           LINE         11         2 Description of Finance item         1-4, refer to appendix A, finance category tables.           Filler         13         5 Filler         blank spaces           F101         18         12 Amount         -99999999999 to 999999999999999999999999	Part A - Balance	Sheet Infor	mation		
PART	UNITID	1			
Description of Finance item	SURVSECT	7	3	Survey Section	
Category tables.   Filler	PART				"A"
Filler         13         5 Filler         blank spaces           F101         18         12 Amount         -999999999999999999999999999999999999	LINE	11	2	Description of Finance item	1-4, refer to appendix A, finance
F101					<u> </u>
For lines (3,4), else leave blank; 0 to 9999999999999999999999999999999999	Filler				•
O to 9999999999999999999999999999999999	F101	18	12	Amount	-9999999999999999999999999999999999999
Part B - Summary of Changes in Equity  UNITID  1 6 UNITID  SURVSECT  7 3 Survey Section  PART  10 1 Part of survey section  I'B"  LINE  11 2 Description of Finance item  else leave blank  Valid UnitID  Valid UnitID  "F3"  "B"  1,2,4-6, refer to appendix A,					
Part B - Summary of Changes in Equity           UNITID         1         6 UNITID         Valid UnitID           SURVSECT         7         3 Survey Section         "F3"           PART         10         1 Part of survey section         "B"           LINE         11         2 Description of Finance item         1,2,4-6, refer to appendix A,					0 to 999999999999, for lines (1,2),
UNITID         1         6 UNITID         Valid UnitID           SURVSECT         7         3 Survey Section         "F3"           PART         10         1 Part of survey section         "B"           LINE         11         2 Description of Finance item         1,2,4-6, refer to appendix A,					else leave blank
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LINE 11 2 Description of Finance item 1,2,4-6, refer to appendix A,	SURVSECT				
	PART				
	LINE	11	2	Description of Finance item	• •
					finance category tables.
Filler 13 5 Filler blank spaces	Filler	13	5	Filler	blank spaces

Import/Export File Layout Specification for Spring 2004 Data Collection Finance Section - F3 (Private For-Profit Institutions), Fiscal Year 2003 Fixed Length/Positional File (*.TXT)				
Field ID(Key)	Column	Length	Description	Valid Entries
F101	18	12		-9999999999999999999999999999999999999

## Import/Export File Layout Specification for Spring 2004 Data Collection Finance Section - F3 (Private For-Profit Institutions), Fiscal Year 2003 Fixed Length/Positional File (\*.TXT)

Field ID(Key)	Column	Length	Description	Valid Entries
Part D - Revenue	Part D - Revenues and Investment Return			
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"F3"
PART	10	1	Part of survey section	"D"
LINE	11	2	Description of Finance item	1-7, refer to appendix A, finance category tables.
Filler	13	5	Filler	blank spaces
F101	18	12	Amount	-99999999999 to 999999999999999999999999
				for line (5), else leave blank; 0 to
				99999999999999999999999999999999999999
				else leave blank
Part C - Student	<b>Grants and</b>	Part E - E	xpenses by Function	
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"F3"
PART	10	1	Part of survey section	"C" and "E"
LINE	11	2	Description of Finance category	Part C for lines (1-4,6,7) and Part E
				for lines (1-5), refer to appendix A,
				finance category tables.
Filler	13	5	Filler	blank spaces
F101	18	12	Amount	0 to 99999999999

Note: All numeric fields should be right-justified. Both leading zeros and spaces are permissible.

Character data should be left justified. If there is a zero amount for any finance category, the line does not have to be included in the import file. Positive or negative amounts are allowed for Part A, lines 3 and 4; Part B, lines 4, 5, and 6; and Part D, line 5.

Import/Export File Layout Specification for Spring 2004 Data Collection
Finance Section - F3 (Private For-Profit Institutions), Fiscal Year 2003
Key Value Pair file (*.TXT)

Field ID(Key)	Description	Valid Entries			
General information					
UNITID	UNITID	Valid UnitID			
SURVSECT	Survey Section	"F3"			
PART	Part of survey section	"9"=General information			
FY_BEGIN_M ONTH	Beginning month of fiscal year covered	2-digit month between 1 and 12			
FY_BEGIN_Y EAR	Beginning year of fiscal year covered	4-digit year between 2001 and 2003			
	End month of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).	2-digit month between 1 and 12			
FY_END_YEA R	End year of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).	4-digit year between 2001 and 2003			
GPFS	Did your institution receive a clean opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above?	1=yes, 2=no, 3='Don't know			
Parts A through	gh E				
UNITID	UNITID	nnnnn=Valid UnitID			
SURVSECT	Survey Section	"F3 "			
PART	Part of survey section	"A" through "E"			
Line	Finance category	i = 1 to 9, refer to finance category tables			
Amount	Amount in whole dollars	-9999999999999999999999999999999999999			

#### Sample record:

UNITID=100663,SURVSECT=F3,PART=9,FY\_BEGIN\_MONTH=10,FY\_BEGIN\_YEAR=2002,

FY\_END\_MONTH=09,FY\_END\_YEAR=2003,GPFS=1

UNITID=100663,SURVSECT=F3,PART=A,LINE=1,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=A,LINE=2,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=A,LINE=i,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=B,LINE=1,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=B,LINE=2,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=B,LINE=i,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=C,LINE=1,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=C,LINE=2,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=C,LINE=i,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=D,LINE=1,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=D,LINE=2,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=D,LINE=i,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=E,LINE=1,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=E,LINE=2,AMOUNT=nnnnn

UNITID=100663,SURVSECT=F3,PART=E,LINE=i,AMOUNT=nnnnn

UNITID=nnnnnn,SURVSECT=F3,PART=9,FY\_BEGIN\_MONTH=10,FY\_BEGIN\_YEAR=2002,

FY\_END\_MONTH=09,FY\_END\_YEAR=2003,GPFS=g

UNITID=nnnnn,SURVSECT=F3,PART=A,LINE=i,AMOUNT=nnnnn

UNITID=nnnnn,SURVSECT=F3,PART=B,LINE=i,AMOUNT=nnnnn UNITID=nnnnn,SURVSECT=F3,PART=C,LINE=i,AMOUNT=nnnnn UNITID=nnnnn,SURVSECT=F3,PART=D,LINE=i,AMOUNT=nnnnn UNITID=nnnnn,SURVSECT=F3,PART=E,LINE=i,AMOUNT=nnnnn

Note: If there is a zero amount for any finance category, the line does not have to be included in the import file. Positive or negative amounts are allowed for Part A, lines 3 and 4; Part B, lines 4, 5, and 6; and Part D, line 5.

## **Appendix A, Finance Category tables**

**Balance Sheet Information, Part A** 

,		
Line	Assets, Liabilities, and Equity	
1	Total assets	
2	Total liabilities	
3	Total equity	
4	Total liabilities and equity	

Summary of Changes in Equity, Part B

Summary Of	Changes in Equity, Fart B
Line	Revenues, Expenses, Gains and Losses
1	Total revenues
2	Total expenses
	Sum of specific changes in equity (Do not include in
	import file. Will be generated as follows; Line 4 minus
3	(line 1 minus line 2))
4	Net income
5	Other changes in equity
6	Equity, beginning of year
	Adjustments to beginning net equity (Do not include in
	import file. Will be generated as follows; Line 8 minus
7	sum of (lines 4-6))
	Equity, end of year will be transferred from Part A, line
8	3. Do not include in import file.

Student Grants, Part C

Line	Student Grants
1	Pell grants
2	Other federal grants
3	State and local grants
4	Institutional grants
	Total student grants (Do not include in import file. Will
5	be generated as follows; sum of (lines 1-4))
6	Allowances applied to tuition and fees
7	Allowances applied to auxiliary enterprise revenues

#### Revenues and Investment Return, Part D

Line	Source of Funds
1	Tuition and fees (net of amount reported in Part C, line 6)
2	Federal appropriations, grants and contracts
3	State and local appropriations, grants and contracts
4	Private grants and contracts
5	Investment income and investment gains (losses) included
3	in net income
6	Sales and services of educational activities
7	Sales and services of auxiliary enterprises (net of amount
,	reported in Part C, line 7)
	Other revenue (Do not include in import file. Will be
8	generated as follows; Line 9 minus sum of (lines 1-7))
9	Total revenues and investment return will be
	transferred from Part B, line 1. Do not include in import
	file.

## **Appendix A: Finance Category tables--continued**

**Expenses by Function, Part E** 

Expended by	r anotion, r art 2
Line	Expenses by Functional Category
1	Instruction
2	Combined category - Research and Public service
3	Combined category - Academic support, Student services, and Institutional support
4	Auxiliary enterprises
5	Net grant aid to students (net of tuition and fee allowances and agency transactions)
6	All other expenses (Do not include in import file. Will be generated as follows; Line 7 minus sum of (lines 1-5))
7	Total expenses will be transferred from Part B, line 2.  Do not include in import file.